

## ***CIO Council Meeting Minutes***

**September 30, 2004**

The September meeting was held at the Grimes Building Conference Room from 1:00 – 3:00 p.m.

1. **Welcome and Introductions** – Judy Peters welcomed everyone to the meeting and asked everyone to introduce themselves and talk about what is new or important in their agency.

2. **CIO Subcommittee Discussion**

**Security and Continuity of Operations Committee:**

Has had one meeting with about half a dozen members present. Future meeting are the second Monday of the month, in the afternoon – October 11, November 6, December 13. Greg Fay and staff came and the group reviewed some of the Task Force report recommendations. The committee will later review the response from Mollie Anderson, John Gillispie, and Ted Stillwell to the task force report. The committee will continue to meet with the CISO. A technical group will be needed to do audits. The committee needs decision-makers, not just technical experts to attend meetings.

Recommendations will involve staff from departments – both CIOs and technical staff. CISO needs guidance from departments and CIOs to move the enterprise forward.

Need technical expertise as well as policy people to move forward.

The security committee should be helping figure out how to work on Task Force recommendations. Time frames vary by task. Risk assessment tools will be coming in the next few months. Risk assessments will start 1<sup>st</sup> quarter FY05. Vulnerability assessments – 2<sup>nd</sup> quarter FY05. Will need staff to work with CISO to get these done.

Committee will come back to the CIO Council – implementations will need cooperation.

Give names to Larry for CIO members and technical staff to work on the security task force issues.

The committee will be working on an action plan and timeline.

**Education and Emerging Technologies Committee:**

The committee has had one meeting. They propose to start by: (1) gathering information about current technologies and projects from the EIP spreadsheets and posting those on the Intranet; (2) posting a Web-based vendor index, including lessons learned; and (3) posting an Intranet library of documents (RFP, RFI, etc., by category) to help agencies with future requests for information or proposal.

Tim Erickson of lowAccess may be available to help with Web projects.

**Strategic Planning and Architecture:**

The committee will meet next week.

**Communications:**

The committee has had one meeting. Seven members attended. Topics discussed included: (1) communication tools – past, present, and future (Web site, listserv, email, meetings, discussion board, newsletter, etc.); (2) how to get more people involved with the CIO Council and its activities; (3) Intranet versus Internet as a location for CIO Council information; and (4) cleanup of the existing CIO Council Web site. The next meeting is tentatively scheduled for Tuesday, October 12, at 10 am at the Iowa Finance Authority.

**General:**

Committee chairs are asked to submit a brief written summary of their meetings to Margaret Munson for distribution. Reports will be posted on the Web site and distributed by e-mail as attachments and links.

3. **PKI**. There is no change in the status of PKI in Iowa at this time. Oregon has a pilot project with GSA that Tom Shepherd is monitoring.

4. **Electronic Records Retention and State Archivist status**

An e-mail was sent to department directors yesterday clarifying the Governor's Office request for information on records management and e-mail retention. Tom Shepherd is working on the DAS policy and will send out a draft generic policy for agencies to look at. It is important to classify e-mails in accordance with retention schedules. There are 181 retention schedules common to all agencies plus many agency unique schedules. There is a State Records Commission meeting on October 14.

See handout on public records.

State government is not subject to the federal Freedom of Information Act, but rather has its own open records laws. Tom Shepherd advises responding to public records requests with a preface saying that, spelling out charges for the information requested, and referring to Chapter 22 about records requests.

5. **E-mail Security Gateway**

The Trend Micro security product was shut down today. The New Product is SOPHOS Pure Message and was put in place today. It has anti-virus, anti-virus, and content filtering capabilities. It is currently set up to model the Trend Micro settings. New features will be implemented over time as ITE gains experience with the product. Currently, suspect spam is quarantined. As ITE becomes comfortable that there are not a lot of false positives, spam will probably just be deleted. See the handout showing mail statistics for messages, viruses, and spam. Statistics can be reviewed at <https://webmail.iowa.gov/stats/cgi-bin/mailgraph.cgi>. See the note from Kevin Miller yesterday to mail administrators about the notation of (PMX) in the subject of mail SOPHOS thinks is spam. Those will be stopped later and not delivered. There will be a way for the recipient to designate white lists and black lists for spam. There may be some instances where McAfee will show some items cleaned by SOPHOS as viruses.

6. **ICN/DAS Update**

The HR system is the source for information in Active Directory. To update information in Active Directory, the information in HRIS must be updated.

ICN video rates will be stable for another year. Other rates will be considered at the November ITTC meeting.

7. **Enterprise Infrastructure and Personnel Assessment:**

The handout summarized the key process recommendations from the steering committee meeting last Friday. There will be a special meeting on October 20, from 1:30 to 3:30 in the Wallace Auditorium to present information to CIOs about the EIP assessment scenarios. There will also be an information session for AFSCME employees the week of October 20. The steering committee meets again on October 15 and will discuss scenarios. There will be lots of information in the next couple of months. Comments need to get into the process. The final version of the study is due December 1. Draft information from the October 15 steering committee meeting will be sent to CIOs on October 18.

Send ideas about scenarios to Rich before the October 15th steering committee meeting. He will send an email soliciting ideas.

Steve Gast sent out a draft collaboration efforts document. Steve will remind agencies to review this information and add their efforts so it can be submitted to Wes and Coeur Group. Watch for an e-mail from Steve with final deadlines.

Rich Jacobs will set a time and place for a scenario brainstorming session. Watch for information from Rich.

8. **ITQ and Purchasing Update**

The threshold for pre-approval for IT purchases has been increased to \$50,000.

Pre-approval is required is above that amount, post audit under that amount.

Purchases must comply with ITE standards and procurement practices. Lists of enterprise standards and common purchases will be posted on the Web site.

9. **Adjourned at 3 pm.**

**The Next CIO Council meeting is scheduled for October 28, 2004 from 1:00 – 3:00 p.m. at the Grimes Building first floor North Conference Room.**

# CIO Council Meeting Minutes

October 8, 2004

Page 4 of 4

## Attendees of the September 30, 2004 CIO Meeting

CIOs Attending		
Last Name	First Name	Agency
Anthony	Dale	DPH
Davis	Harry	SOS
Erickson	Ervin	Auditor
Gast	Steve	DOT
Gillespie	John	DAS
Halterman	Evelyn	ILOT
Hellstern	Robert	IVH
Jacobs	Richard	IDR
McLaughlin	Timothy	DIA
Mosena	Steve	DHS
Munson	Margaret	IUB
Murphy	Larry	Judicial
Naples	JoAnn	DNR
Noland	Julie	IFA
Peters	Judy	IWD
Roeder-Grubb	Laura	Human Rights
Schwartz	Leon	IPERS
Tack	Lee	Ed
VandeWall	Kevin	DOC

Others Attending:		
Last Name	First Name	Agency
Bacino	Mike	ICN
Day	Jim	DAS
Discher	Ken	DAS
Fay	Greg	DAS
Hunsberger	Wes	DAS
Miller	Kevin	DAS
Shepherd	Tom	DAS
Stratemeyer	Carol	DAS
Tritch	Lorrie	DAS
Uhrin	Mark	DAS